

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 22 August 1956

FROM : Chief, Administrative Training Branch

SUBJECT: Weekly Report, 14 - 21 August

25X1 1. [ ] of Visual Aids was in during the week to discuss the  
25X1 preparation of charts. A chart on [ ] was agreed upon and  
work will start on this in the near future.

25X1 2. A briefing was requested for [ ] on the offices of  
25X1 the Clandestine Services. This has been set up for the 27th of August and  
25X1 will be handled by [ ]

3. [ ] of the Operations School and [ ] are writing a  
formal request which will be sent through channels for the complete Agency  
organization chart to be used by the courses run here as well as the Clandestine  
Services Refresher course. The chart will be along the lines of the one  
Logistics have on display in conjunction with the plans for the new building.

25X1 4. [ ] has spent 3 days this week [ ] instructing in  
the courses given there.

5. Presentation of Central Processing in the Operations Support was  
handled this time by the use of a skit portraying the processing of an  
individual with a family getting ready to go overseas. This was much more  
effective than the straight lecture previously used.

25X1 6. [ ] is going to assume the responsibility for the coverage of  
25X1 shipment of household effects in the Operations Support course. In preparation  
for this, he has conferred with [ ] of Transportation in Logistics and  
will have for use certain photographs of actual packing, crating and shipping  
that should aid the students in their comprehension of this matter.

25X1 7. [ ] conducted the first of two special  
25X1 training sessions requested for senior PP secretaries on correct cable format  
and cable writing. [ ] Training Officer, attended the session and  
25X1 was very pleased with the material presented. This was the first formal  
25X1 presentation given by [ ] who will be taking over the presentation of  
cable procedures from [ ]

25X1 8. A reply to [ ] memorandum on the Finance Handbook was pre-  
pared and forwarded as well as a chronological account of the progress of the  
25X1 Handbook from its inception. This week [ ] requested that we make  
25X1 actual changes on our copy of the Handbook. As this is contrary to usual pro-  
cedures of Publication Control, it was suggested to [ ] that the  
25X1 replies as prepared be forwarded through the normal channels.

25X1 25 YEAR RE-REVIEW

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